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Adm -13.6

DD/S&T-4261-69

13 NOV 1969

MEMORANDUM FOR: Planning Officer, Office of Special Projects
Planning Officer, Office of Scientific
Intelligence
Planning Officer, Office of ELINT
Planning Officer, Office of Computer Services
Planning Officer, Office of Research and
Development
Planning Officer, Foreign Missile and Space
Analysis Center
Planning Officer, Office of Special Activities

SUBJECT : Planning and Programming Bulletin No. 5

1. The initial planning meeting for the preparation of the FY 1972 through FY 1976 program will be held in the DD/S&T Management Information Center, 6E6103, 1030 hours, 17 November 1969. Your attendance is requested as well as that of your Budget Officer. A brief rundown on the changes to last year's submission will be discussed as well as this year's schedule. Problems which could be of mutual interest to other Offices should be aired at this meeting. Items of specific concern to your Office can be discussed with the R&P Branch either by phone or by memorandum.
2. The preliminary agenda for the meeting follows:
 - a. A new guidance booklet will be issued.
 - b. Milestones and timing will be discussed.
 - c. A tentative schedule of DD/S&T reviews will be presented.
 - d. Procedure for R&D coordination and possible exceptions to standard practice will be discussed.
 - e. We will call for a preliminary estimate of support needed from DDS. This would include personnel matters, such as, gains and losses of people, and real estate requirements.

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f. We will go over briefly the resource changes for FY 1972 through 1976.

g. We will call for an estimate of computing support from OCS.

h. We will ask for an estimate of communications requirements to be levied on OSA.

i. We will ask for major issues which will require decisions to be made by the DD/S&T.

3. We will distribute a new copy of the FY 1972 through FY 1976 CPC Guidance. This folder will be updated as the planning period goes on. For the present it contains:

- a. Proposed table of contents.
- b. A list of planning officers.
- c. Project outline format and typing guide.
- d. Schedule of events.
- e. A set of briefing forms (for information only).
- f. Budget guidance.

4. You can consider most of these papers to be in draft form and open to discussion. The project outline format and typing model are nearly identical to the one used last year, and we are anxious to retain this form for continuity. We will, however, be glad to entertain suggestions for improvement.

Comptroller
Directorate of
Science and Technology

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